

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## ACCOUNTING SUPERVISOR

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – DRAFT 01/15/2020

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**SUMMARY:** Uses discretion and independent judgment to perform difficult and responsible accounting and administrative work including purchasing, finance/accounting, payroll, personnel, risk management, customer service and management and use of various financial systems related to these functions. The position requires the supervision of accounting and administrative staff assigned to perform the above functions.

**SUPERVISION:** Receives general supervision from the Director of Administration. Provides direct supervision over other accounting and administrative support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the Director of Administration regarding hiring, firing, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues; performs other Human Resources (HR) duties as assigned;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the Director of Administration;
- Supports the Director of Administration and General Manager in conducting analysis, preparing information and implementing the result of confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation processes of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

**SUPERVISORY RESPONSIBILITIES:**

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

**EDUCATION AND/OR EXPERIENCE:**

The following combination of training and experience providing the required knowledge and abilities is qualifying:

Minimum Education: AA degree or equivalent level college coursework in accounting, finance and business administration, or a closely related field with coursework in accounting. A Bachelor's degree in business or accounting (or closely related field) is highly desirable.

And;

Four (4) years of technical experience in governmental or private financial, accounting, personnel recordkeeping activities, general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, and customer services. Government agency experience in these skill areas is preferable.

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheets and database systems.

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; proficient typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.